



**SCHOOL OF MATHEMATICS and STATISTICS
SEMESTER 2, 2009**

**IMPORTANT INFORMATION FOR POSTGRADUATE
COURSEWORK STUDENTS**

The School of Mathematics and Statistics has adopted a number of policies relating to enrolment, attendance, assessment, plagiarism, cheating, special consideration etc. These are in addition to the policies of the University.

Individual courses may also adopt other policies in addition to or replacing some of the School ones. These will be clearly notified in the initial course handout and on the course home page on the MathsStats web site.

Students in courses run by the School of Mathematics and Statistics should be aware of the School and Course policies by reading the appropriate pages on the MathsStats web site starting at:

<http://www.maths.unsw.edu.au/honpg/current/coursework/policies/assesspolicies.html>

The School of Mathematics and Statistics will **assume that all its students have read and understood the School policies** on the above pages and any individual course policies on the initial course handout and on the course home page. Lack of knowledge about a policy will not be an excuse for failing to follow the procedures in it.

The following is a brief outline of some of the most important Maths and Stats. policies.

1. Course Enrolment

It is the student's responsibility to know the rules for their degree program and be enrolled in the correct courses. The deadline for students to add a course is the first week of classes, Week 1. The School of Mathematics and Statistics can advise students if needed, but the student is ultimately responsible for the courses they wish to enrol in. As most PG courses have "School Consent Required" students are unable to enrol directly on-line. You will need to send an email to Julie Hebblewhite, Student Affairs Manager – j.hebblewhite@unsw.edu.au and supply your name, student number and the courses you wish to be enrolled in. Julie will then process your enrolment. If you are unsure of what courses you need to enrol in or you need to enrol in MATH5925 or MATH5001 the project courses please contact Dr. Donna Salopek pg.MathsStats@unsw.edu.au .

It is important to check your enrolment through MyUNSW and make any changes before the end of the first week of semester. The census date to drop a course without financial penalty is 31st March for semester one or 31st August for semester 2. Before the census date students are able to drop courses themselves through myUNSW.

SEMESTER TWO (T2) KEY DATES

July

Monday	20	Semester 2 begins
Sunday	26	Last day to enrol in Semester 2 courses

August

Sunday	2	UNSW Payment Due Date for Semester 2 tuition fees -
Monday	31	Census Date for Semester 2 Last day to discontinue without <u>financial penalty</u> from T2 courses

September

Saturday	5	Mid-semester break begins
Sunday	6	Last day to discontinue <u>without academic penalty</u> from T2 courses

October

Monday	5	Public Holiday: Labour Day
TBA		Publication of the provisional timetable for the November examinations
TBA		Last day for students to advise of examination clashes
TBA		Publication of the Final Timetable for the November examinations
Friday	23	Semester 2 ends
Saturday	24	T2 study period begins
Thursday	29	T2 study period ends
Friday	30	T2 Examinations begin

November

Tuesday	17	T2 Examinations end
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2. Notices

Any general announcement to students will be given in lectures and placed on the Course Home Page.

The Universities official form of communication to students is through email sent to the students UNSW e-mail account z<student No>@student.unsw.edu.au. This email address will be viewed as an official communication and the School of Mathematics and Statistics will assume that all e-mails have been read within 3 working days. It is your responsibility to check these emails. You can organise your UNSW email to be redirected to your preferred email account by logging on to the following website <https://wombos.unsw.edu.au/diy/> and going to the Do-It-Yourself section. To access this site you will need your student number and Unipass.

Students communicating with the School must include their student number and their full name in their correspondence.

3. Attendance and participation during semester

The course activities in Mathematics and Statistics for commencing students will be stated on your Course Outline/Handout. Go to the course homepage at the following web site and check each of your courses for details regarding course requirements.

<http://www.maths.unsw.edu.au/students/current/courses/coursehome.html>

It is UNSW policy that attendance at lectures etc is compulsory unless the student has permission of the Registrar. Consequently the School expects students to fully participate in all classes during the semester.

It is expected that students attempt all tests, assignments, etc during the semester unless prevented by illness or misadventure. Tests and assignments are designed to test student's current knowledge and to assist with ongoing learning. Special consideration for final exams will not be given to students who miss more than a small number of tests or assignments. An exception may be made for long-term documented illness or misadventure.

4. Cheating and Plagiarism

Cheating at tests, exams or copying of assignments or any other person's work are all treated as Academic Misconduct and are severely punished. The University also has a strong policy on plagiarism. For further details, see

<http://www.lc.unsw.edu.au/plagiarism/index.html>

Students writing their projects should seek advice from their supervisor about adequate referencing and acknowledging of sources.

Also see

<http://www.maths.unsw.edu.au/honpg/current/coursework/policies/misconductpolicy.html>

What is Plagiarism?

Plagiarism is the presentation of the thoughts or work of another as one's own. Examples include:

- direct duplication of the thoughts or work of another, including by copying material,
- ideas or concepts from a book, article, report or other written document (whether published or unpublished), composition, artwork, design, drawing, circuitry, computer program or software, web site, Internet, other electronic resource, or another person's assignment without appropriate acknowledgement;
- paraphrasing another person's work with very minor changes keeping the meaning, form and/or progression of ideas of the original;
- piecing together sections of the work of others into a new whole;
- presenting an assessment item as independent work when it has been produced in whole or part in collusion with other people, for example, another student or a tutor;
- claiming credit for a proportion a work contributed to a group assessment item that is greater than that actually contributed.†

For the purposes of this policy, submitting an assessment item that has already been submitted for academic credit elsewhere may be considered plagiarism.

Knowingly permitting your work to be copied by another student may also be considered to be plagiarism.

Note that an assessment item produced in oral, not written, form, or involving live presentation, may similarly contain plagiarised material.

The inclusion of the thoughts or work of another with attribution appropriate to the academic discipline does not amount to plagiarism.

The Learning Centre website is main repository for resources for staff and students on plagiarism and academic honesty. These resources can be located via:

www.lc.unsw.edu.au/plagiarism

The Learning Centre also provides substantial educational written materials, workshops, and tutorials to aid students, for example, in:

- correct referencing practices;
- paraphrasing, summarising, essay writing, and time management;
- appropriate use of, and attribution for, a range of materials including text, images,
- formulae and concepts.

Individual assistance is available on request from The Learning Centre.

Students are also reminded that careful time management is an important part of study and one of the identified causes of plagiarism is poor time management. Students should allow sufficient time for research, drafting, and the proper referencing of sources in preparing all assessment items.

* Based on that proposed to the University of Newcastle by the St James Ethics Centre. Used with kind permission from the University of Newcastle

† Adapted with kind permission from the University of Melbourne.

5. Release of Marks, Disputes over Marks

The School endeavours to return student's tests and assignments within a short period and the marks for these are then displayed on the MathsStats secure student web portal within 7 days of the work being returned.

If a student has a dispute over the mark awarded then they must take the matter up as soon as possible with the tutor who marked the piece of work (or otherwise the Course Convenor). If it is not resolved at that time, then the student may appeal. For more information on this, please see

<http://www.maths.unsw.edu.au/students/current/policies/studentpolicy.html>

Disputes over incorrect recording of marks must be taken up no later than the first Friday following the end of Semester. For Semester 2 2009 this cut-off date is Friday 30th October. After that day no recorded during-Semester mark will be changed even if we have made an error.

The provisional final marks in each Mathematics and Statistics course will be available on the MathsStats secure student web portal by the Friday following the last day of exams. Note that this is earlier than the official final marks are released by the University so as to give students notice of possible any additional assessment due to students who have submitted a formal request for Special Consideration through the main student centre. The marks are not official until they are released by the University, usually a week after this.

Disputes over final marks awarded must be taken up following UNSW guidelines with the Course Convenor or Program Director and if necessary UNSW Student Central within 15 working days of the release of the results.

6. Special Consideration for Illness or Misadventure

Special consideration may be granted for an illness or misadventure (that is, some other event that occurs that is outside the student's control) that affects a student's study in more than a minor way. This does not apply to anything that affects a student's study that are employment related as the University expects that employment will not affect a student's study. Anything related to a student's social or sporting life is also not included.

See also

<http://www.maths.unsw.edu.au/honpg/current/coursework/policies/illnesspolicy.html>

In all cases where a student wishes to ask for special consideration, then the student must present proper documentation – either a doctor’s or counsellor’s certificate for an illness or suitable documentation of the misadventure (such as a police report).

The procedure in cases of illness or misadventure is:

- a. If you miss a lecture, you do not need to notify us.
- b. If you miss a test, give documentation to the Course Convenor.
- c. If you miss a test worth at least 20% of the final mark, then apply for special consideration through UNSW Student Central and give the Course Convenor a copy of the application as soon as possible.
- d. If you miss an assignment, give documentation to the Course Convenor. Note that as assignments are available for an extended period, the illness or misadventure must be of an extended nature and not just on the last day or so before the due date.
- e. If you miss a final exam through illness or misadventure or are significantly affected by such during the exam period, then apply for special consideration through UNSW Student Central and give a copy to the Course Convenor.
- f. If you have long-term illness or misadventure then you should consult and register with the Postgraduate Co-ordinator as early as possible. Claims for long-term problems will normally not be accepted after the examination period has started and definitely not after the results are released.

7. Additional Assessment Exams for Students Granted Special Consideration

See the full policy at

<http://www.maths.unsw.edu.au/honpg/current/coursework/policies/assesspolicies.html>

The times of Additional Assessment Exams are arranged prior to the start of each Semester.

Permission to take an Additional Assessment Exam may be granted to students who miss the final exam through illness or misadventure. For such students the Additional Assessment Exam mark will take the place of the final exam mark.

Permission to take an Additional Assessment Exam may also be granted to students who are seriously affected by illness or misadventure during the exam period and who have failed or whose performance is significantly less than expected on the basis of during-semester assessment. For such students any Additional Assessment Exam mark will replace the final exam mark and the final mark re-calculated (**up or down**) accordingly (unless that reduces the final mark from a pass to a fail in which case the final mark will be 50). In both cases the student must apply and provide proper documentation through UNSW Student Central.

No Additional Assessment Exam will be awarded unless the student has adequately participated in their class during the semester. This is taken as meaning: attending most lectures and having an overall during-semester mark of at least 40%.

Permission to take the Additional Assessment Exams will be shown on the provisional and official final marks by a **grade of WC**. The dates for Additional Assessment for Semester 2 2009 are 8th and 9^h December. If you have submitted a Special Consideration and you are

awarded an additional assessment you must be available on those dates as no further additional assessment will be granted.

The School will try to notify students who are awarded an Additional Assessment by email, but it is still the student's responsibility to check if they have been awarded it.

Disputes over non-awarding of Additional Assessment must be taken up with the Postgraduate Co-ordinator **before** the end of the Additional Assessment exam period.

Dr. Donna Mary Salopek
Postgraduate Co-ordinator
July 2009

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